

ST JOAN OF ARC CATHOLIC PRIMARY SCHOOL BREAKFAST CLUB

Opening Hours: 07.45am to 8.50am (when the bell goes for the start of school and nursery).

Cost and Booking: £4 per day, per child for the first child and £3 for siblings- You must book and pay, in advance, for a half term at a time, this is because we have to budget in advance for staff costings, food, and other associated resources. It is not a 'drop in' any day session without prior booking. Any arrears will result in a place being withdrawn. See payment schedule for information on costings.

Open to: All children attending St Joan of Arc Catholic Primary School from Nursery to Year 6. Nursery children must be toilet trained and able to dress and feed themselves.

Booking: You can obtain an application from the school office or from the school website.

Maximum Numbers: Breakfast Club will accommodate a maximum of 30 children on a first come first served basis. If it is full when you apply you will be asked if you wish to be placed on a waiting list.

Food : Breakfast will be served from 8am until 8.30am no food will be served after this time. It will consist of a healthy breakfast including fruit, toast and cereal options. 1 hot option per day for example scrambled egg, porridge, or beans on toast. Milk and water available to drink. Catering will be undertaken by the school's catering provider.

Activities: These will consist of Reading, Homework support, Board Games, Card Games, Puzzles and Colouring.

Day to day arrangements: Access to the Breakfast Club will be via the Nursery Gate on the Church path. If you arrive before 7.45am you will need to wait with your child until the Breakfast Club staff let them in. If arriving after the 7.45am start time you will also need to wait with your child until staff open the Nursery gate and let them inside. Only members of Breakfast Club staff are allowed to give children access to the school, please do not ask other members of staff arriving for work to let you or your child in to the school.

At the end of Breakfast Club all children will be taken to their classrooms by Breakfast Club staff.

Behaviour and other policies: Breakfast Club will be operated using all the school policies. Including, in particular, safeguarding, child protection, behaviour and complaints.

Mobile Phones and Valuables: Children are not permitted to use their mobile phones in the Breakfast Club. Children should not bring any valuable items into the Breakfast Club. The Breakfast Club is not responsible for the loss or damage to any items brought from home.

Lost Property: Any items left behind by the Children that cannot be readily identified will be placed in the school's lost property cupboard, located in the school playground.

Staffing: The Breakfast Club staff will consist of one manager and two members of staff. The club will be run by non-teaching staff who are presently employed by the school and first aid trained.

Monitoring the quality of provision: A senior manager will regularly monitor the quality of breakfast club provision.

Refunds: There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being absent due to sickness. However, if the school cancels the club, a refund or the chance to carry payment forward into the next week will be offered.

Cancellation: The only cause for cancellation would be school closure due adverse weather conditions or problems with the school building e.g. no electricity, water or heating supplies. In the event of such a closure 'A member of school staff will try to contact parents by text or telephone by 7.15am'.